

Judicial Administration Committee  
Judicial Conference of Indiana

**Minutes**

February 12, 2010

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, February 12, 2010 from 10:00 a.m. – 12:30 p.m.

1. Members present. Thomas J. Alevizos, Bruce C. Embrey, Stanley A. Levine, Peggy L. Lohorn, Bruce S. Markel, Thomas Newman, and Roland W. Chamblee, Chair Pro Tem; Judge Stefaniak, Chair, could not attend because he was presiding over a murder jury trial, State v. Corey Smith.
2. Staff present. Jeffrey Bercovitz, Indiana Judicial Center; James Diller, Court Analyst; Angela James, Court Analyst; Jeff Wiese, Staff Attorney; and James Walker, Director of Trial Court Management; all from the Division of State Court Administration provided the committee with staff assistance.
3. Minutes approved. The minutes for the committee on January 15, 2010 were approved.
4. Weighted caseload measures.
  - a. Committee members drafted a list of noncase related administrative activities.
  - b. Jim Diller distributed a compilation of non-case related administrative activities compiled from other states. He also distributed a list of case and noncase related times in minutes from other states. He noted the chief administrative judge often had a discrete amount of time attributed to this activity which was lowered the time available for the chief administrative judge to hear cases. Members of the committee discussed measuring noncase related times and perhaps identifying when substantial amounts of time impacted particular courts.
  - c. Committee members discussed hiring Larry Grau to assist in the judicial weighted caseload study. His services would be used to (1) provide data entry for judicial time sheets, (2) provide data entry for case file reviews; (3) provide data collection and conduct case file reviews; (4) train persons to provide data entry and case file reviews; (5) attend meetings of the Judicial Administration Committee; (6) provide data analysis; and (7) prepare the final report of this judicial weighted caseload study. Members of the committee discussed the review of about 400 case files for each case type. Case reviews would occur by use of reading the CCS via Odyssey, Doxpop, or QUEST remotely. Committee members agreed to review the use of website to collect time sheet data.
  - d. Members of the committee discussed the use of an RFP to get an estimate for Larry Grau to conduct this study. They also agreed to review a draft of a grant request at the next meeting.
  - e. Jeffrey Bercovitz stated the judge time sheet portion of the study would most likely begin in October again after the September conference. Judge Levine reported Odyssey is due to be installed in Allen County in October, which would disrupt their county's participation in the judicial time portion of the study.

5. Next meeting. Members of the committee agreed to meet again on Friday, May 14, June 11, July 9, August 13, and October 15, 2010 from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center. They agreed not to meet on November 12 due to its proximity to Veteran's Day.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law